



NOVATO UNIFIED SCHOOL DISTRICT

1015 SEVENTH ST. • NOVATO, CALIFORNIA 94945 • TEL: (415) 897-4211 • FAX: (415) 897-4221

Achievement for All – Our Call to Action

District Safety and Emergency Preparedness Committee Meeting

February 8, 2016

3:30 – 4:30 pm

District Office, Room 107

Attendees:

Stefanie Parnell - Hamilton
Brenda Pfeifer – Loma Verde
Madeline Martin – Lu Sutton
Irene Howard - Rancho
Darrell Cox – San Ramon
Ron Dell'Immagine – Novato High
Mike Casper – San Marin High

Jeffrey Erkelens – Novato Charter
Mark Silva – MOT
Sean Rozell – District Office
Joanne Briggs – District Office
Leslie Benjamin – District Office
Gladys Batz – District Office
John Wyek, Community Member

Notes from the Meeting:

Site Safety Issues:

- Novato Charter – PA/Alarm system – cannot be heard
- Lu Sutton – Replace a fence with gates, located by the pre-school which shares the walk-in pathway with the City, and leaves bathrooms exposed. Safer for children.
- San Marin High - walkthrough to inspect trees – how often done? Once a year.

Drills: Feedback/Lessons Learned

- Novato Charter – new teachers need to be trained about off-site drills
 - Need more than two people to assist with the student release process, lines are too long
 - Need for a student release trouble shooter person
- San Marin High – Importance of planning meetings
 - When a drill goes “live,” mix people up and times of drills
 - Dependability
 - Training meetings – emphasize communication
 - Scenarios
 - Over prepare
 - Issues with communication – use bullhorns
 - How to communicate to the District Office if communication channels are not working – teachers can run or ride a bike to the DO

Red Binder Review:

(Notes from Groups)

Preparedness → Recovery

- Repetitive information – overwhelming
- Professional Development – once a year to review – Incident Command System (ICS)
 - Entire staff to review because of staff turnover
 - Follow-up with a refresher course
 - Section trainings – i.e. – planning, etc.
- Communication
 - With agencies – Fire, Police
 - Walkie Talkies, etc.
 - Table Top Scenarios

Achievement for All – Our Call to Action

BOARD OF TRUSTEES: Maria Aguila, Debbie Butler, Thomas Cooper, Derek Knell, Greg Mack, Ross Millerick, Shelly Scott
www.NUSD.org

Responsibility

- Duck, Cover and Hold On – page 22
 - Preventative
 - Under Staff and Student Actions: Move bullet point #2 *Instruct student to move away from windows* to #4 spot
- Lockdown – page 23
 - “Lockdown is not normally proceeded with an announcement” – not true announcements are made
 - No attendance taken for MCOE or pre-school classes
 - Attendance must be taken
 - How to notify if a lockdown
 - Create a partner link
 - Under Staff Actions: Better define “if it is safe” – must have strict criteria
- Shelter in Place – page 26
 - Where to get supplies? Are they available? For example: wet towels, duct tape, aluminum foil, plastic wrap, etc.
 - Drills on Shelter in Place
 - Turn off HVAC – training for staff
- Student Release – page 30
 - Traffic Controller (Staff members and/or parent volunteers) – who is responsible – NUSD or Novato Police?
 - Need or obligation

Appendices

- Need work!
- Page #'s are wrong
- Checklists are so detailed
- Student drill/disaster drill - not just in the Spring
- NIMS
 - Not done, but on the checklist
 - Administrators are required to be trained – it is a Federal requirement
 - NIMS 100 is for new staff
- School Administrator’s Emergency Planning Checklist – page 163
 - NIMS centric
 - Staff trained on CPR, basic First Aid, SERT?
 - Are school windows equipped with safety glass or covered with protective film?
 - Are there programs (earthquake, etc. in NUSD’s plan) – What programs?
 - What is a family preparedness plan?
- Local vendors – page 165
 - Does NUSD have local vendors to support recovery efforts?
 - Need to know
 - NIMS again!
- District Office responsible for recovery? – page 166
- Work on stuff sites do and what they use
 - Protocols addressed by the E-Prep Team
 - More beneficial to prioritize efforts
 - To be discussed with the E-Prep Team

Comments:

- The “Red Binder” is very overwhelming and not user friendly
- Walk through different disasters and use the “Red Binder”
- Review at next meeting

Future Meetings: (Monday from 3:30-4:30 in Room 107, District Office)
April 25, 2016